



DOUGLAS COUNTY COMMUNITY DEVELOPMENT

SINGLE-FAMILY DWELLING SUBMITTAL GUIDE

*The purpose of this guide is to outline the **general** requirements of submitting for and obtaining a single-family dwelling building permit. Applications are processed within 10 to 15 working days, provided that the submittal is complete and in conformance with Douglas County Code.*

It is your responsibility as the applicant to obtain a *Building Permit Allocation* PRIOR to applying for a building permit.

It is your responsibility, as the applicant, to obtain approval from the appropriate water and sewer purveyors. Douglas County **Engineering Division** maintains several systems at Lake Tahoe and in the Carson Valley. Applications for service in these systems are available at the public counter. Receipts of payment or will-serve letters must accompany all other submittals. Questions regarding County water and sewer systems may be directed to the Engineer on Duty at (775) 782-6235.

If your plans include a well and/or septic system, please check with the Building and Engineering Departments for the appropriate procedures, applications, and requirements.

Prior to Building Division Plan Check, submittals are reviewed by the **Planning Division** to ensure compliance with the required setbacks, Design Standards, zoning ordinances, and flood zone determinations. At this time, it will also be determined whether your submittal is considered a primary or accessory dwelling unit (see *Accessory Dwelling Submittal Guide*). For information regarding zoning, setbacks, and flood zones, please call the Planner on Duty at (775) 782-6217.

DOUGLAS COUNTY CODES AND ORDINANCES

Effective October 1, 2013, Douglas County adopted the 2012 International Building Code, 2012 International Residential Code in its entirety, and the 2009 International Energy Conservation Code. All electrical, mechanical, and plumbing work shall conform to the International Residential Code. In addition, all development is subject to the provisions of Douglas County Code, which is available for review at Douglas County Libraries and on the Internet at <http://www.douglascountynv.gov/sites/main/index.cfm>.

PLAN PREPARATION GUIDELINES

Construction design plans and supporting documents must be prepared, signed, and “wet stamped” by a **NEVADA** registered architect or professional engineer (as applicable for the discipline and scope of work involved). A residential designer may submit design plans for single-family or multi-family (maximum 4-plex) structures as authorized by the Nevada Revised Statutes (NRS 623). The cover and subsequent sheets of each discipline must be “wet stamped” with an original signature of the design professional. In addition, the following exceptions are applicable provided that the stated conditions are met:

*A **contractor** licensed under the provisions of the Nevada Revised Statutes (NRS 624) may prepare and submit his own plans provided that the plans are signed by the contractor and meet the conditions specified in the Nevada Revised Statutes (NRS 623.330).*

As allowed under an exception to the Nevada Revised Statutes (NRS 623.330), **owner/builders** may prepare and submit their own plans for their private residential use. In order to utilize this exemption, the applicant will be required to title the plans without reference to being prepared by a party other than the property owner who is building or overseeing the building activities.

CC & Rs

Many residential lots are subject to Covenants, Conditions, and Restrictions, commonly referred to as CC&Rs. These are private, civil agreements between the property owner, the developer and, if applicable, the homeowner’s association representing the development. **Douglas County Community Development does not monitor or enforce CC&Rs**; however, each lot owner is encouraged to review their CC&Rs before submitting a permit application. **The owner is solely responsible for adhering to their community’s CC&Rs.** Many homeowners’ associations have the legal authority to obtain court orders halting the construction of buildings not in compliance with the CC&Rs.

SINGLE FAMILY DWELLING DESIGN STANDARDS

On January 1, 2000, Douglas County adopted the Design and Development Standards Ordinance 99-902 in compliance with Senate Bill 323. This ordinance regulates the design and construction of all new single-family dwellings and manufactured homes located within residential zoning districts, excluding homes placed within the Manufactured Housing (MH) overlay zoning district and accessory dwellings for employee quarters that fall under the provisions of Section 20.664.010. The provisions of this section do not abrogate a recorded restrictive covenant prohibiting manufactured homes nor do the provisions apply within the boundaries of a historic district established pursuant to NRS 384.005 or 384.100. An application to place a manufactured home on a residentially-zoned lot pursuant to this section constitutes an attestation by the owner of the lot that the placement complies with all CC&Rs placed

on the lot and that the lot is not located within a historic district. For all properties located within the Tahoe Regional Planning Agency's (TRPA) jurisdiction that have specific review requirements, an original approval stamp, signed by TRPA, is an additional submittal requirement that must be satisfied at the time of building permit submittal.

SINGLE-FAMILY DWELLING REQUIREMENTS

All single-family dwellings shall be approved for and permanently connected to all required utilities and shall have a code-approved, site built, concrete, masonry, steel, or treated wood foundation or such that is compatible with surrounding foundations, capable of transferring design dead loads and the design live loads as required by local design criteria. The space beneath the structure shall be enclosed at the perimeter of the dwelling and constructed with materials that are weather resistant and aesthetically consistent with concrete or masonry-type foundations.

1. **ROOF SURFACES** shall be metal, asphalt, cement, clay, composition, concrete, fiberglass or slate tiles. Unfinished galvanized steel or unfinished aluminum roofing shall in no case be permitted, with the exception of roof materials designed to weather and gain a patina with age. The roof pitch shall be a minimum of 4:12 or greater for at least 75 percent of the total roof area, and there shall be a roof overhang of not less than 18", excluding rain gutters, measured from the vertical side of the dwelling to the eave tip. Manufactured homes may utilize a 16" eave overhang. Overhang requirements shall not apply to areas above porches, alcoves, and other appendages that together do not exceed 25% of the length of the dwelling.
2. **SIDING MATERIALS** shall consist of wood, hardwood, brick, concrete, stucco, glass tile, vinyl lap, or stone.
3. **BUILDING WIDTH** shall be at least 20 feet at the narrowest point of its first story or a length of at least 20 feet exclusive of any garage or porch area. The width shall be considered the lesser of the two primary dimensions.
4. **OFF-STREET PARKING** shall be provided in accordance with County Code Chapter 20.692, *Off-Street Parking and Loading*. All primary residences shall be provided with two covered parking spaces, either in a garage or a carport. Each parking space shall have a minimum interior width of nine feet and an interior length of not less than 20 feet and be architecturally compatible (in terms of color, size, roof overhangs and materials, and exterior materials) and constructed concurrently with the primary dwelling.
5. **PORCHES, DECKS, OR VERANDAS** that require a building permit shall be covered with a roof if located on the front of the dwelling.
6. **ALL SINGLE FAMILY DWELLINGS SHALL UTILIZE AT LEAST THREE OF THE FOLLOWING ARCHITECTURAL FEATURES:**
 - A. Dormers
 - B. Building off-set
 - C. More than two gables

- D. Eave overhang of at least 24 inches
- E. Recessed front entry
- F. Roof pitch of at least 6:12
- G. Covered front porch/entry
- H. Deck with railing or planters and benches
- I. Other neighborhood compatible
- J. Bay window or alcove features

7. **MANUFACTURED HOMES SHALL MEET THE REQUIREMENTS OF THE CURRENT ADOPTED BUILDING CODE** or, when applicable, the HUD Code, and shall not have been altered so as to violate such codes. Such homes shall not be constructed more than five years prior to the date of installation and be certified under the National Mobile Home Construction and Safety Standards Act of 1974. The dwelling shall be taxed as real property, with an affidavit recorded with the County Recorder and title filed with the State of Nevada Manufactured Housing Division.
8. **MANUFACTURED HOMES SHALL BE APPROVED FOR AND PERMANENTLY CONNECTED TO ALL REQUIRED UTILITIES AND SHALL HAVE A CODE-APPROVED, SITE BUILT, CONCRETE, MASONRY, STEEL, OR TREATED WOOD FOUNDATION** or such that is compatible with surrounding foundations and capable of transferring design dead loads and the design loads as required by local design criteria. The space beneath the structure shall be enclosed at the perimeter of the dwelling and constructed with materials that are weather resistant and aesthetically consistent with concrete or masonry-type foundations. All running gear, tongues, axles, and wheels shall be removed at the time of installation. Manufactured homes shall consist of more than one section and contain a minimum of 1,000 square feet of livable area.

Variance Requests may be considered by the Director for one or more of the above developmental or architectural standards, 1 through 6. All variance requests related to these standards shall be considered a minor variance and are to be considered under the variance provisions of section 20.606. In lieu of the findings required under section 20.606.050 A., the following findings must be made for approval:

- A. The architectural style proposed provides compensating features and the proposed dwelling will be compatible and harmonious with existing structures in the vicinity;
- B. The variance is not requested exclusively on the basis of economic hardship to the applicant; and
- C. The granting of the variance will not result in material damage or prejudice to other properties in the vicinity, substantial impairment of natural resources or be detrimental to the public health, safety and general welfare.

APPLICATION GUIDELINES

Applications may be submitted at the Public Counter from 8:00am-3:00pm, Monday through Thursday, or Fridays from 8:00am-Noon (excluding holidays). Single-Family Dwelling Permit Applications must be accompanied by **TWO (2) SETS** of plans drawn to an approved building department scale, in ink or blueprint; the minimum size of paper allowed for submittal is 11" x 17".

- **Plot Plan** showing lot size, setbacks, north arrow, all existing and proposed structures, and the location of any easements.
- **Foundation Plan** with foundation details (and flood zone requirements, when applicable).
- **Floor Plans** identifying all rooms, size and use, window and door sizes, and electrical, mechanical, and plumbing details.
- **Roof Plan** including truss calculations.
- **Framing Plan** including framing details with cross sections (and flood zone requirements, when applicable).
- **Heat loss calculations**
- **Building Elevations** showing all sides, height from natural grade to peak of roof (and flood zone requirements, if applicable).
- **Structural Engineering Calculations** with each set wet-stamped and signed by a Nevada Licensed Engineer.
- **Manufacture's Specifications** for fireplaces, woodstoves, water heaters, and furnaces.
- **Floodplain Development Permit and/or Elevation Certificate** if applicable.
- **TRPA Approval** if located within the Lake Tahoe Basin.
- **Completed Septic Application** with two additional plot plans (*see Septic Application Guidelines*). **OR**
- **Identification of Sewer and Water Purveyors** (for County Utility districts, see Douglas County Utility Division *Sewer and Water Application*).

Whether or not the plans require Engineering Calculations, the local current design criteria must be met (subject to updates). In effect, the structure must be designed to withstand the forces of nature and the following criteria shall be met:

International Residential Code:	2012 Edition
Seismic Zone:	IBC=D/IRC=D2
Wind Speed:	Minimum basic speed 130 mph V_{ult} (refer to Design Criteria)
Exposure:	C
Snow Load:	30 lbs (areas below 6,000 feet elevation), 150 lbs (areas above 6,000 feet elevation)

Frost Depth

Frost Depth: 18" minimum (areas under 6,000' elevation), 24" minimum (areas above 6,000' elevation)

Ice Shield Required:

above 5,300' elevation

BUILDING PERMIT APPLICATION TIMELINE

When you submit a complete, accurate application, you can expect to receive your building permit within 10 to 15 working days. Should there be an increased volume of submittals, this time frame *may* be exceeded; however, we diligently strive to maintain our processing time.

If your property is within a flood zone, you must schedule an appointment to submit your building permit plans by calling the Planning Division, Senior Secretary, at (775) 782-6210.

You will be required to pay the plan check fee at the time of your submittal. Once the Community Development Department has approved your plans, you will be notified that your permit is ready and the amount of the remaining permit fee balance.

It is a requirement that all sewer and water fees are paid in order to issue the permit. Receipts or will-serve letters showing payment to applicable purveyors must be submitted prior to receiving your permit. Any monies due to the Utilities Division for County Sewer and/or Water systems must be paid in full.

INSPECTION REQUIREMENTS

You are required to commence work and obtain an inspection within 180 days of receiving your permit. Inspections are scheduled through our Inspection Request Line (775) 782-9006. You must call in your inspection on a business day *PRIOR* to 4:00 pm to receive your inspection on the next business day.

Permits for single-family dwellings are valid for 5 years; you must obtain an approved FRAME INSPECTION with 3 years of issuance, and an approved FINAL INSPECTION within 5 years of issuance.

You may request a one-time, six-month extension from the Building Official. The request must be submitted in writing prior to the expiration of your permit. Should your permit expire, and you have not yet obtained your frame inspection, you will be required to renew your permit at a cost of 50% of the current permit fee based on the original valuation. Should your permit expire between the frame and final inspection, you will be required to renew your permit at a cost of 25% of the current permit fee based on the original valuation. If a new Model Code is in effect at the time of expiration, you are required to submit new plans conforming to the current code to renew your permit.

Permits submitted and approved for construction will expire 180 days from the time of Department approval.

MISCELLANEOUS INFORMATION

DRIVEWAY APPROACH REQUIREMENTS

Per Douglas County Code, Section 20.692.050.C1, "When access is from a paved public street, alley, or private easement, a paved driveway approach, a minimum of ten feet in length and twelve feet in width shall be provided to each residential property. The drive approach shall be paved with two inches of asphaltic concrete or similar material and four inches of aggregate base material. The use of dip sections or culverts will be determined by the field inspector at the time of your footing inspection, and must be installed prior to the Final Inspection." Questions regarding County Driveway Approach Requirements may be directed to the Engineer on Duty at (775) 782-6235.

When County Code requires a driveway approach, your approved building permit will serve as authorization to work within a public road in the Towns of Genoa, Gardnerville, and Minden, as well as areas of the county outside of the General Improvement Districts (GIDs). If the work is within a GID or an area governed by a Homeowners' Association, please inquire with those agencies for any additional rules or regulations that may apply. For driveways connecting with a State or Federal Highway, you must obtain an Encroachment Permit from the Nevada Department of Transportation at (775) 688-1250.

FREQUENTLY USED PHONE NUMBERS

Zoning, Setbacks, Flood Zones Planning Division	775-782-6217
Permit Requirements and General Code Information Building Division	775-782-6224
Water and Sewer Designations Engineering Division	775-782-6235
USA DIG	800-227-2600
Tahoe Regional Planning Agency	775-588-4547
Gardnerville Ranchos GID	775-265-2048
Gardnerville Town Water	775-782-2339
Minden-Gardnerville Sanitation District	775-782-3546
Indian Hills GID	775-267-2805
State of Nevada Division of Water Resources (Well Information)	775-684-2800
State Contractors Board	775-688-1141
State Engineer's Board	775-329-1955
State Architect's Board	702-486-7300
Douglas County Building Industry Association	775-783-1782
State Manufactured Housing	775-687-5500

BUILDING PERMIT FEES

<u>Permit Fee:</u>	IS BASED ON THE SQUARE FOOTAGE OF THE DWELLING AND ESTIMATED PER COUNTY FEE TABLE.
<u>Plan Check Fee:</u>	IS CALCULATED AT 65% OF THE PERMIT FEE.
<u>Park Tax Fee:</u>	IS CALCULATED AT 1% OF THE TOTAL DWELLING VALUATIONS, NOT TO EXCEED \$1,000.00
<u>Road Tax Fee:</u>	\$500.00 PER RESIDENTIAL UNIT
<u>School Tax Fee:</u>	\$1,600.00 PER RESIDENTIAL UNIT